

OLRS Communication

What? Enhancements, What's Coming, and Typing Test

Who? OLRS Professional Users

When? February 5th, 2015

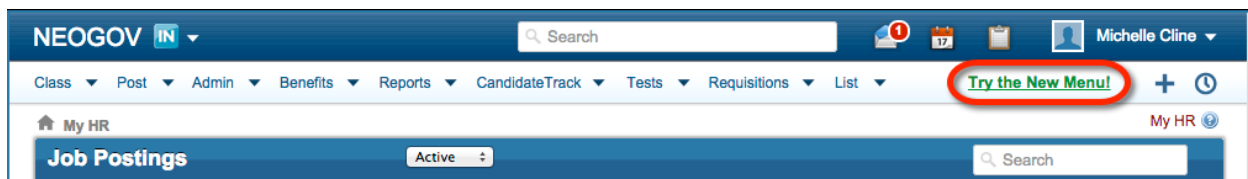
Enhancements:

The following enhancements are scheduled to be released to the online recruiting system on February 5th at 6:00 pm. Insight and the Online Hiring Center (OHC) will be unavailable for approximately one hour. Job seekers will be able to search for and apply to jobs during this time.

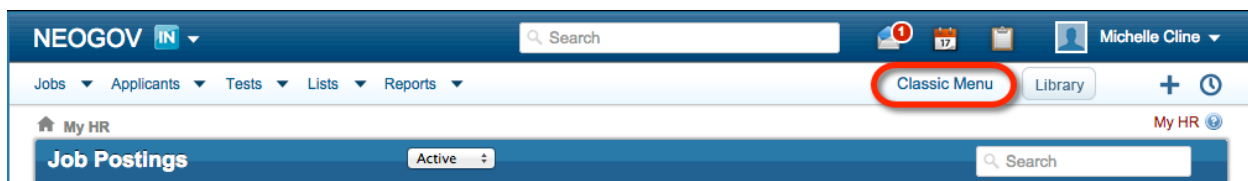
Streamlined Insight Menu

The Insight menu has been streamlined and reorganized for a simpler and more intuitive user experience. To ease our users into this new menu, both the current menu (classic) and the new menu (new) will be available for you to use. A toggle will appear at the top, right side of your Insight screen for you to switch back and forth between the classic and the new menus. The ability to use the classic menu will remain for approximately 6 months.

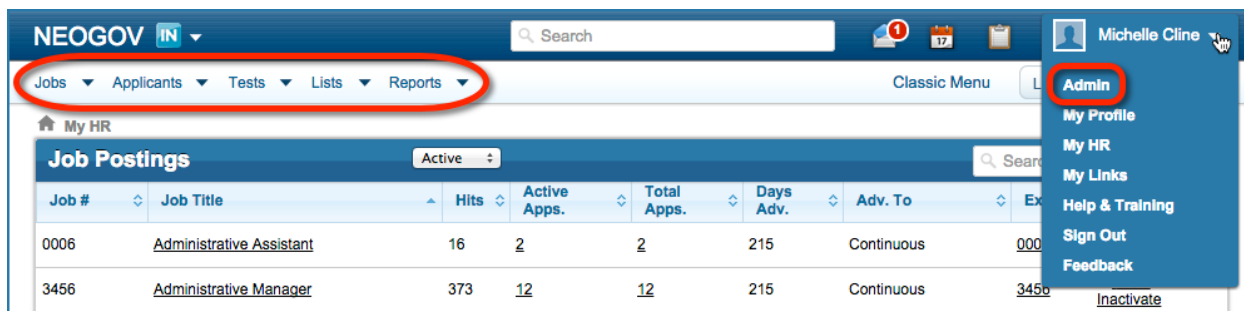
When you are in the **Classic Menu** and you wish to toggle to the **New Menu**, you will see “Try the New Menu!”



When you are in the **New Menu** and you wish to return to the **Classic Menu**, you will see “Class Menu”



The **New Menu** headings:



View a mapping of the [New Menu to the Class Menu](#) on the hr.wa.gov site.

Master Profile Security

With this enhancement, users will only be able to see a Master Profile if the applicant has an application submitted to an agency to which the user has permission. This security has been implemented for master profile searching and viewing, application entry, and master profile merging.

Removal of Math Challenge Question for Job Seekers – *Coming February 8th*

Job seekers will no longer be required to respond to a math challenge question to confirm that they are a real person rather than an automated bot. The math challenge question has been removed from the account creation, forgot user name and password reset functions to make for a more user-friendly experience for job seekers. Other means of protecting against malicious activity have been implemented so that the challenge question is no longer needed.

*****Coming Soon - The following enhancements are expected within the next 6 months *****

Table Grid for Postings, Exam Plans & Class Specs

The list pages for job postings, exam plans, and class specs will be upgraded. These list pages for postings, exam plans and class specs will include the following new features:

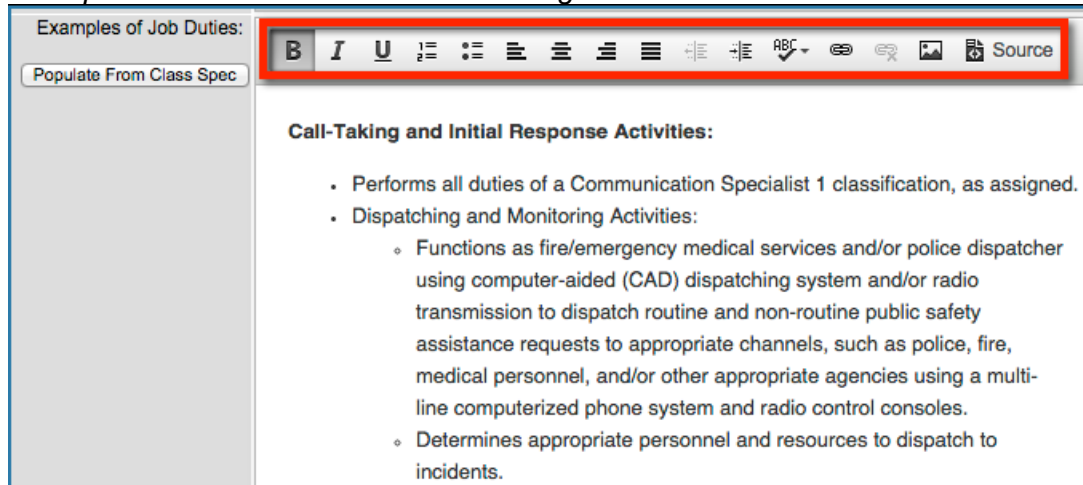
- Ability to sort on any column.
- Ability to reorder the columns.
- Ability to filter on most columns using text.
- Advanced filtering capability.
- Ability to export selected data to CSV or Excel file.

Improved Rich Text Editor

A new Rich Text Editor for formatting text in job postings will be available. The benefits of the new Rich Text Editor include:

- Simplified, efficient and hassle free.
- Cleaner copying of text from Microsoft Word means more reliable end results.
- Removal of formatting features that commonly result in inconsistent appearance of content across the job opportunities site.
- Improved mobile compatibility
- Improved Section 508 compliancy.

Example of Rich Text Editor on Job Posting:



Careers Pages

A new design of the careers pages, along with the improved Rich Text Editor, will include:

- Modern and intuitive design.
- Mobile friendly.
- Section 508 compliant.
- Links to social networks to share postings.

Additional Information:

Typing Test

Since March of 2014, agencies have had the ability to administer a typing test at their own location. The state has contracted with the service provider, eSkill, for all agencies. This allows you to incorporate a typing test at any time during the assessment process, when appropriate for the position.

It is recommended that each agency have one primary account holder for eSkill. If you are interested in having access to eSkill, contact Suzie Hagen at suzie.hagen@des.wa.gov to request a login ID for your agency account holder.

Search Locations on Posting

DES regularly receives comments from job seekers that the search for jobs is not working. This is because the job seeker selects a search location to view only jobs for that specific location, but the search results contain jobs for other locations. When selecting the “Search Location” option(s), **please remember that you should ONLY select locations in which the position(s) on the posting is located.** Selecting Asotin County in the “Search Location” for a position in Thurston County – Lacey is both confusing and discouraging to job seekers. This leaves the job seeker with not knowing where the position is really located, thinking that the job search is not working correctly, or that the posting is purposely misleading (all comments we have heard from job seekers).

The job seeker support at DES has a new email address – CareersHelp@des.wa.gov. Please update any reference to the DES job seeker support on your website and documents.

REMINDER: All questions or need assistance with the OLRS, contact:

Service Center: (360) 664-6400

Email Contact: servicecenter@des.wa.gov

OLRS Communications are sent to OLRS users with active Insight roles. Want to review past communications? Visit [OLRS Notices](#) on the HR website.